COD Processing Update
April 27, 2012

NEWS/UPDATES

- **RESOLVED-Direct Loan Actual Disbursement List Report and TEACH Pending Disbursement List Message Classes Not Available via SAIG [(04/20/12) Updated 04/27/12]**
  Last week, Federal Student Aid determined that the COD System message classes DLAD13OP (Direct Loan Actual Disbursement List Report) and THPD13OP (TEACH Pending Disbursement List) were not available on the message class table via the Student Aid Internet Gateway (SAIG).

  Federal Student Aid updated the SAIG message class table to include these message classes on April 25, 2012.

  Federal Student Aid apologizes for any inconvenience this issue may have caused schools. If you have any questions, contact the COD School Relations Center.

- **Updated COD Frequently Asked Questions (FAQs) (04/25/12)**
  Federal Student Aid has updated the FAQs on the COD Web site. The FAQs are available on the COD Web site by clicking on the "Today's Update" link at the bottom of the page.

  If you have any questions about the document, or would like to see anything added, please contact the COD School Relations Center at CODSupport@acs-inc.com with the subject line of "FAQ".

- **2011-2012 Pell Grant Deobligation Due to Verification Status "W" (04/24/12)**
  On April 23, 2012, Federal Student Aid deobligated 2011-2012 Award Year Federal Pell Grant (Pell Grant) disbursements that did not have a verification status updated from "W" to a valid status of "V" or "S". As noted in the warning message that Federal Student Aid sent to affected schools on April 9, 2012, these disbursements were considered overawards and reduced to a zero dollar amount ($0.00), even though the disbursements were previously accepted in the COD System. This deobligation affected Pell Grant disbursements at approximately 322 schools.

  A school affected by the deobligation will receive or see the following information:

  - Receive a PGTX (PGTX12OP message class) file in the school's Student Aid Internet Gateway (SAIG) mailbox indicating the number of students and total amount of the decrease

  - Receive a system-generated negative disbursement file (CRND12OP message class/ND document type)

  - Receive a new Electronic Statement of Account (ESOA) that reflects the decrease unless there are other offsetting increase adjustments

  - See a change in the school's Current Funding Level (CFL) that reflects the reduced disbursements

  Note: This deobligation process will not affect a school that did not have students with a verification status of "W" just prior to April 23, 2012.

  A school affected by the deobligation should carefully review the information below.

Verification Completed or Not Required

If verification has been completed as required or is not required and a school believes a student's 2011-2012 disbursement should not have been reduced to zero, the school must complete the following steps in this order:

1) The school must send an update to the verification status of the award, and the COD System must accept the update.

2) Once the verification status is updated to "V" or "S", the school may submit the actual disbursement (Disbursement Release Indicator or DRI equals "True") for the correct amount to the COD System for processing.

Notes:

- For the conditions under which each verification status code should be used, refer to <u>the September 28, 2007 Electronic Announcement posted on the Information for Financial Aid Professionals (IFAP) Web site</u>.

- In the following two cases, it is acceptable for the verification status code field to be blank:

   o If the student was not selected for verification or if a selected transaction was received by the school after the student was no longer enrolled and the school has reported the verification status code as "W", the school should change the "W" to blank (nil = "True").

   o If the student was not selected for verification or if a selected transaction was received by the school after the student was no longer enrolled and the school has reported no verification status code to date, the school does not need to submit a verification status code and should leave the field blank (nil = "True").

- The school can perform steps 1 and 2 above in the same submission to the COD System if reported in the same student record.

Verification Deadline

Some of the 2011-2012 disbursements that were reduced to zero ($0.00) may have been for students who are still within the allowable timeframe for submitting verification documentation/completing the verification process as will be specified in a forthcoming "Notice of Deadline Dates for Receipt of Applications, Reports, and Other Records for the 2011-2012 Award Year." This notice will be published in the <u>Federal Register</u> (and subsequently posted on the <u>IFAP Web site</u>).

If a school needs additional time to complete verification for an individual student in accordance with the allowable timeframe in the <u>Federal Register</u> notice, the school may resubmit a disbursement record with a value greater than zero ($0.00) until October 1, 2012. After October 1, 2012, the COD System will no longer accept "W" as a valid verification status code for 2011-2012 Pell Grant awards.

If you have any questions regarding the 2011-2012 Pell Grant deobligation of disbursements due to verification status "W," contact the COD School Relations Center.

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- **Additional COD System Implementation for 2012-2013 Award Year – Pell Grant LEU Information (04/18/12)**
  As explained in a April 6, 2012 Electronic Announcement on the Information for Financial Aid Professionals (IFAP) Web site, Federal Student Aid implemented additional COD System functionality for the 2012-2013 Award Year on April 15, 2012.

  In the attachment to April 6th announcement titled "Additional COD System Processing Function Enhancements and Modifications for 2012-2013," Federal Student Aid highlighted the processing function enhancements and modifications that were implemented. The attachment as well three other attachments provided important information about an interim Pell Grant LEU Report, Pell Grant LEU E-mails to students, and a new Student Aid on the Web Pell Grant LEU Page.

  If you have questions about this announcement or its attachments, contact the COD School Relations Center.

CURRENT ISSUES

DIRECT LOANS

Record Length and Position Issue in the Direct Loan MPN Due to Expire Report (04/26/12)

In early April, Federal Student Aid identified an issue with the character limit for the Last Name field in the monthly Fixed-Length format of the Direct Loan MPNs Due to Expire Report (MPNEXPOP). The character limit for the data field is 16, and a last name longer than 16 characters should be truncated once the limit is reached. The truncation is not occurring as it should for last names longer than 16 characters. Instead, the additional characters are being allowed and then impacting the accuracy of the remaining data field positions in the record.

Federal Student Aid plans to implement a fix for this issue in July 2012. A school that encounters the issue may workaround it by removing the additional characters in the Last Name field and re-importing the file into its system. The school may also opt to receive the report in the Comma-Delimited or Pipe-Delimited format as opposed to the Fixed-Length format.

Federal Student Aid apologizes for the inconvenience this issue may cause schools. If you have any questions, contact the COD School Relations Center.

GRANTS

There are no Grant specific issues to report at this time.

REMINDERS

COD Computer-Based Training (04/27/12)

Federal Student Aid takes this opportunity to remind the community of the availability of the COD Computer-Based Training (CBT).

The COD CBT consists of component simulations and CBTs. The electronic files associated with each component, as well as information about downloading and navigating the COD CBT, are available on the Information for Financial Aid Professionals (IFAP) Web site. Under the "Tools for Schools" section on the home page, click on COD Computer-Based Training.

Sending Addresses for U.S. Territories and Foreign Countries on the Common Record or the COD Web site (04/27/12)

When submitting student or borrower addresses or address changes to the Common Origination and Disbursement (COD) System, it is important that the correct tags are used, particularly when the student or borrower address is located in a U.S. Territory or Foreign Country. If these addresses are not submitted correctly, important correspondence from the COD System and the federal loan servicers is delayed or not received.
- When a student or borrower address is located in a U.S. Territory it is considered a domestic address. Do not submit a Country Code.

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• When a student or borrower address is located in a Foreign Country, it is treated as a foreign address.

See below for the correct procedures for submitting U.S. Territories and Foreign Country addresses via the Common Record batch submission or COD Web site.

Submitting Addresses for U.S. Territories and Foreign Countries via the Common Record

When creating or updating a person record via the Common Record batch submission, a school should send the address block with the following tags:

Schema Version	*Included* Tags for Domestic Address, including U.S. Territories	*Excluded* Tags for Domestic Address, including U.S. Territories	Included Tags for Foreign Addresses
3.0c or 3.0d	<AddressLine> <City> <StateProvinceCode> <PostalCode>	<StateProvince> <CountryCode>	<AddressLine> <City> <StateProvince> (Optional) <PostalCode> (Optional) <CountryCode>

Submitting Addresses for U.S. Territories and Foreign Countries via the COD Web site

When creating or updating a person record on the COD Web site, a school should select the U.S. Territory from the dropdown box in the State/Province field. A school should select the Country field as "Blank".

A complete list of State Codes (including U.S. Territories), Jurisdictions, and Country Codes are provided in Volume VI, Section 4 of the 2010-2011 COD Technical Reference. If you have questions about this information, contact the COD School Relations Center.